Syllabus

COM234: Desktop Applications

Credit Hours: 4
Prerequisites: COM151

Course Description

Students taking this course will learn how to use Microsoft Word, Microsoft PowerPoint and Desktop Publishing to prepare documents and presentations.

Instructor Contact Information

Instructor Name	Gerard Arthus
Instructor Email	Garthus801@gmail.com
Instructor Phone	Home 574-217-8726 Cell 631-335-5250

Course Length

The college evaluates each course in terms of quarter hours of credit. One unit of credit is usually equivalent to a minimum of ten academic instruction hours of lecture and examination, twenty hours of skill development, or thirty hours of externship, or a combination of the three. An academic instructional hour is fifty minutes.

This class will meet for the equivalent of a minimum of 55 instructional hours or as otherwise scheduled by the college and at least in conformance with this minimum and the Syllabus. As specified by the Method of Instruction section of this Outline, the instructor will ensure that the total class sessions presented consist of a minimum of 27.5 direct faculty instruction hours and a maximum of 27.5 appropriate classroom activity hours.

All course offerings require outside preparation time, which is approximately two hours per lecture instructional hour and/or one hour per skill development instructional hour, depending on the background, interest, abilities, and motivation of the individual student.

Course Objectives

By the end of this course, you should be able to:
1. Create, edit and customize documents for utilization with Word.
2. Use basic and advanced formatting tools to design professional documents.
3. Reorganize information within documents by using cut, copy, and paste functions.
4. Proofread documents using spell check, grammar check, and thesaurus features.
5. Insert and modify illustrations, graphics and pictures to create visual content.
6. Create and modify tables, lists and tabs to organize content.
7. Insert and format references and captions.
8. Create newsletters, brochures, business cards, letterheads, envelopes and other materials.
9. Develop and understanding of design principles such as proper use of colors and visual elements.
10. Design, create, edit and save a presentation using PowerPoint.
11. Modify presentations by applying design themes, backgrounds, and other formatting.
12. Enhance presentations by applying graphic elements, adding images, shapes and charts.
13. Summarize presentation information by using bullets and numbered lists.
14. Utilize slide sorter to rearrange slides in a logical order.
15. Add speaker notes to a presentation, prepare note pages, and prepare handouts for an audience.
16. Optimize use of color, graphics and illustrations for slide-show presentations.
17. Modify slide master elements to apply formatting changes throughout the presentation.

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Grade-book

A student's performance in this course will be evaluated using a variety of factors listed below. Instructors must use a minimum of three (**homework, tests, and a final exam are required**), and it is recommended that instructors use all five areas in your evaluation.

The exact weight to be given to any particular area is determined by the instructor and will normally fall within the ranges listed below.

Area	Percentage for this Course	Suggested Range
Final Exam	25%	20 – 25%
Tests	30%	20 – 40%
Homework	15%	10 – 15%
Project/Research Paper	20%	20 – 25%
Class Participation	10%	10 – 15%
TOTAL	**100%**	

Letter Grade	Points	Explanation
A	94-100	Excellent
B	84-93	Above Average
C	74-83	Average
D	64-73	Below Average
F	63 & Below	Failure

Textbook & Instructional Material

- Bundle from Paradigm:
- Desktop Publishing: ISBN: 978-0-76383-890-4; Signature Advanced Word 2010 Desktop Publishing; Arford, 2011

PowerPoint; ISBN: 978-0-76384-309-0; PowerPoint 2010 Benchmark Series; Rutkosky and Rutkosky, 2011

Headphones or ear buds are required for listening segments.

The instructor might utilize additional instructional materials as provided by the publisher.

- **Students:** Students should purchase the textbook as well as a USB drive. Student CD accompanies textbook with necessary data files to complete the textbook exercises.
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- **Online Resources:** SNAP is used for tutorial reinforcement of material presented within the chapters covered, for additional practice, and for on line testing.

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Online assistance for students and instructors is found at <u>www.emcp.net/benchmarkaccess10</u>

Course Outline

Term: 137

Class Date: Week 1 – 09 July 2013 **Chapter 1 and 2 Desktop Publishing;** **Understanding the Desktop Publishing Process** *Preparing Internal Workplace Documents*	**Homework Due Date: By the end of the next week**
In Class Activities	**Homework**
Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week. Do the quiz for this week as indicated on the Web-assist site. All work must be shown for each question answered.	Do the discussion forum as indicated on the web-assist site for this week. Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site.. Do the required readings and view the required videos for this week as indicated on the Web-assist site.
Class Date: Week 2 – 16 July 2013 **Chapter 3 Desktop Publishing:** *Creating Letterheads, Envelopes, Business Cards, and Press Releases*	**Homework Due Date: By the end of the next week**
In Class Activities	**Homework**
Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week. Do the quiz for this week as indicated on the Web-assist site. All work must be shown for each question answered.	Do the discussion forum as indicated on the web-assist site for this week. Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site.. Do the required readings and view the required videos for this week as indicated on the Web-assist site.

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Class Date: Week 3 – 23 July 2013 **Chapter 4 Desktop Publishing:** *Creating Personal Documents*	**Homework Due Date:** **By the end of the next week**
In Class Activities	**Homework**
Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week. Do the quiz for this week as indicated on the Web-assist site. All work must be shown for each question answered.	Do the discussion forum as indicated on the web-assist site for this week. Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site.. Do the required readings and view the required videos for this week as indicated on the Web-assist site.
Class Date: Week 4 – 30 July 2013 **Chapter 5 Desktop Publishing:** *Creating Promotional Documents – Fliers and Announcements*	**Homework Due Date:** **By the end of the next week**
In Class Activities	**Homework**
Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week. Do the quiz for this week as indicated on the Web-assist site. All work must be shown for each question answered.	Do the discussion forum as indicated on the web-assist site for this week. Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site.. Do the required readings and view the required videos for this week as indicated on the Web-assist site.

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Class Date: Week 5 – 06 August 2013 Chapter 6 Desktop Publishing: *Brochures and Booklets*	Homework Due Date: **By the end of the next week**
In Class Activities	**Homework**
Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week. Do the quiz for this week as indicated on the Web-assist site. All work must be shown for each question answered. Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week. Do the quiz for this week as indicated on the Web-assist site. All work must be shown for each question answered.	Do the discussion forum as indicated on the web-assist site for this week. Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site.. Do the required readings and view the required videos for this week as indicated on the Web-assist site.
Class Date: Week 6 – 13 August 2013 Chapter 7 Desktop Publishing: *Creating Specialty Promotional Documents*	Homework Due Date: **By the end of the next week**
In Class Activities	**Homework**
Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week. Do the quiz for this week as indicated on the Web-assist site. All work must be shown for each question answered.	Do the discussion forum as indicated on the web-assist site for this week. Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site.. Do the required readings and view the required videos for this week as indicated on the Web-assist site.

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Class Date: Week 7 – 20 August 2013	Homework Due Date: **By the end of the next week**
Chapter 8 and 9 Desktop Publishing: *Designing Event Programs and Newsletter and Using Design Elements to Enhance Newsletters*	
In Class Activities	**Homework**
Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week.

Do the quiz for this week as indicated on the Web-assist site.

All work must be shown for each question answered. | Do the discussion forum as indicated on the web-assist site for this week.

Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site..

Do the required readings and view the required videos for this week as indicated on the Web-assist site. |
Class Date: Week 8 – 27 August 2013	**Homework Due Date: By the end of the next week**
Chapter 3 and 4 PowerPoint: *Formatting Slides and Inserting Elements in Slides*	
In Class Activities	**Homework**
Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week.

Do the quiz for this week as indicated on the Web-assist site.

All work must be shown for each question answered. | Do the discussion forum as indicated on the web-assist site for this week.

Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site..

Do the required readings and view the required videos for this week as indicated on the Web-assist site. |

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Class Date: Week 9 – 03 September 2013 **Chapter 7 and 8 PowerPoint:** *Applying Custom Animation and Setting up a Show; Integrating, Sharing, and Protecting the Presentation*	**Homework Due Date: By the end of the next week**
In Class Activities	**Homework**
Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week. Do the quiz for this week as indicated on the Web-assist site. All work must be shown for each question answered.	Do the discussion forum as indicated on the web-assist site for this week. Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site.. Do the required readings and view the required videos for this week as indicated on the Web-assist site.

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This course has an in-class final exam. Final exam date: 03 September 2013

Additional Final Exam Information: Go to http://www.openeducation.org/moodle to use the web-assisted site for this course. Quizzes and discussion forums will be completed on-line at this site; and all other assignments will be uploaded there. If you have any questions please contact the instructor.

Method of Instruction

Instructional techniques must be appropriate, and at a collegiate level, to the specific goals and objectives cited above. Students and instructors must have a clear understanding of the goals and time requirements of this course, the nature of the course context, and method of evaluation.

This course has two distinct but related instructional phases. The first component constitutes a minimum of 27.5 direct faculty instruction hours. This component is the lecture series and provides instruction in theory, principles or practices of the course. The second component constitutes a maximum of 27.5 appropriate classroom activity hours. This component is the skill development phase of the course and provides students the opportunity to apply knowledge gained in the lecture series. Method of instruction must fulfill the intended learner outcomes and competencies stated in the course goals and objectives and are appropriate to the capabilities of the students. For career oriented courses, the instructor must demonstrate that an effective relationship exists between curricular content and current practices in the field.

Additional Class Comments